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AUTHOR	Warner, Jack; And Others
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ABSTRACT

This volume offers 14 chapters of practical advice for teachers on how to handle the demands of their profession and how to avoid burnout during their career. The chapters are: (1) "Fitting in with the Staff" (teachers, administrators, staff, aides, resource teachers, librarians or media specialists, professional help, school board, nurse); (2) "All Those Buzz Words!"; (3) "Rapport with Your Students" (mechanics, caring); (4) "Rapport with Parents" (back-to-school night, open house, parent-teacher conferences, kindergarten orientations, report cards, problem parents); (5) "Those Extracurriculars" (field trips, fund-raising, classroom guests and outside speakers, school dances, team sport events, clubs and organizations); (6) "Classroom Environment" (general, walls and bulletin boards, interest centers); (7) "Discipline and Classroom Control" (positive reinforcement and negative consequences, severe discipline problems); (8) "Managing Your Stress" (being too serious, relaxation, exercise, eating, attitude and humor, professional help); (9) "Teachers Supplies" (desk, filing cabinet, decorating, supply sources); (10) "How To Prepare for a Substitute" (emergency lesson plans, general information, helpful hints); (11) "Time Management" (prioritize, organize, set goals); (12) "The Teacher's Many Hats" (parent, friend, social worker, provider, psychologist, nurse, emergency technician); (13) "Ask the Old Pros"; and (14) "I Think I Can... I Think I Can." Contains 53 references. (JB)

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